

1 Town of Milton
2 Selectboard Meeting Minutes
3 January 20, 2015 6:00 PM Board Meeting
4 Community Room
5

6 **Selectboard Members Present:** Darren Adams, Chair; John Gifford, Vice Chair; John Bartlett, Clerk;
7 Stuart King (via Skype), and Brenda Steady

8 **Selectboard Members Not Present:**

9 **Staff Members Present:** Brian Palaia, Town Manager; Ann Janda, Management Fellow; Katherine
10 Sonnick, Planning Director; Amanda Pitts, Zoning Administrator; Jacob Hemmerick, Town Planner; Don
11 Turner, Fire and Rescue Chief; Roger Hunt, Public Works Director; and Nate Lavallee, Water/Wastewater
12 Superintendent
13

14 **Others Present:**

15
16 I. **Call to Order** – Adams called the meeting to order at 6:00 p.m.
17

18 II. **Flag Salute** – Adams led the attendees in a Salute to the Flag.
19

20 III. **Agenda Review** – Adams added a public hearing as item A
21

22 IV. **Public Forum** –
23

24 V. **Appointments/Resignations/Recognition**
25

26 VI. **New Business**
27

28 A) **Public Hearing Date set for Tuesday February 17 – Amendments to the Zoning**
29 **Ordinance**
30

31 Gifford motioned to set a hearing for Amendments to the Zoning Ordinance on February
32 17, 2015 at 6 p.m., second by Bartlett. **Approved Unanimously.**
33

34 B) **Unified Planning Work Program Grants – Lamoille Area Land Use & Planning Study and**
35 **Route 7 Retail Assessment Study**

36 Katherine Sonnick, Planning Director, explained that a Lamoille Area Land Use and
37 Planning Study requires a grant application to the Chittenden County Regional Planning
38 Commission (CCRPC). The grant is for staff time to hold public meetings. Adams asked
39 why we would want to eliminate the Conservation Law Foundation (CLF) limitations that
40 we have. Sonnick said that right now we are not able to do more water and sewer hook-
41 ups in the Catamount area until we have a study to better define our zoning regulations
42 for that area.
43

44 Gifford motioned to authorize the Town Manager to execute the necessary documents
45 to submit an application for funding from the CCRPC for the Lamoille Area Land Use &
46 Planning Study Unified Planning Work Program Grant with a limit of \$900 total out of
47 pocket costs by the Town, second by Bartlett. **Approved Unanimously.**
48

49 Sonnick explained that the Route 7 Assessment grant would be to have the CCRPC do a
50 data assessment that would help us to sell Milton to the business community. Again the
51 grant is for their staff time.

52
53 Gifford motioned to authorize the Town Manager to execute the necessary documents
54 to submit an application for funding from the CCRPC for the Route 7 Retail Assessment
55 Study Unified Planning Work Program Grant with an out of pocket limit of \$800, second
56 by Bartlett. **Approved Unanimously.**

57
58 **C) Colchester Loop Road Name Change to Galvin Hill Road**

59 Amanda Pitts, Zoning Administrator, said that Colchester Loop Road is listed as a road
60 name but is not listed on any of Milton's maps. In order to eliminate confusion by
61 rescue services, she recommended that we dissolve the name of Colchester Loop Road
62 and officially change the name to Galvin Hill Road.

63
64 Gifford motioned to change the name of Colchester Loop Road within Milton to Galvin
65 Hill Road, second by Bartlett. **Approved Unanimously.**

66
67 **D) Recreational Trails Program Grant Application**

68 Jacob Hemmerick, Town Planner, explained that this application would fund a little
69 more than a half mile of trail improvements in the Town Forest. The grant is for
70 \$66,774. In kind costs for the Town are \$15,000, and have been designated in the
71 Capital Improvement Plan.

72
73 Gifford motioned to authorize the Town Manager to execute the necessary documents
74 to submit a grant application to the Vermont Department of Forests, Parks & Recreation
75 for a Recreational Trails Program (RTP) Grant for Bove Trail improvements in the
76 amount of \$66,774, second by Bartlett. **Approved Unanimously.**

77
78 **E) Clearview Estates Surety Reduction**

79 According to Public Works Director, Roger Hunt, the public infrastructure associated
80 with Phase I of the Clearview Estates subdivision (road, water and sewer) and Phase II
81 (road, water, sewer, curbs and sidewalk) of Clearview Estates is complete, and the two
82 year warranty period has run its course. Amanda Pitts, Zoning Administrator, said that
83 there are several steps to take regarding Clearview Estates which are explained in the
84 memo.

85
86 Gifford motioned to approve the irrevocable offer of dedication for Phase II, accept the
87 Road, Sewer Line and Water Line Easement Deeds, end the warranty period and release
88 the surety for the entirety of Phase II (\$140,200) for the public infrastructure associated
89 with the Clearview Estates Phase II, second by Bartlett. **Approved Unanimously.**

90
91 Gifford motioned to accept the Road, Sewer Line and Waster Line Easement Deeds, end
92 the warranty period and to release the surety (\$79,200 of the \$88,000 held) for the
93 Phase I Clearview Estates infrastructure, second by Bartlett. **Approved Unanimously.**

94
95 Gifford motioned to continue to hold \$8,800 for the sidewalk in surety for an additional
96 one year of warranty for the Westford Road sidewalk, second by Bartlett. **Approved**
97 **Unanimously.**

99 Gifford motioned to approve the irrevocable offer of dedication to the sidewalk for
100 Phase I, second by Bartlett. **Approved Unanimously.**

101
102 **F) Rescue Billing Rates**
103 Palaia said that the Town bills for rescue services to those who have private insurance,
104 Medicare or Medicaid. We can increase our Medicaid by 3% to match what we believe
105 the increases in health care will be.

106
107 Bartlett motioned to raise rescue billing rates by 3% starting immediately, second by
108 Gifford. **Approved Unanimously.**

109
110 **G) Private Water Utility Maintenance Agreement – Husky Injection Molding**
111 Roger Hunt, Public Works Director, said that Husky has asked us to provide the
112 maintenance service for them. The Town is going through the process of getting them
113 on the consecutive service status. They are similar to the GBIC area.

114
115 Bartlett motioned to authorize the Town Manager to execute the permanent Private
116 Water Utility Maintenance Agreement between Husky Injection Molding and the Town
117 of Milton, to maintain the potable water quality within the Husky Water system as
118 presented, second by Gifford. **Approved Unanimously.**

119
120 **H) Amendment to Water Disconnection Rate Schedule**
121 Nate Lavallee, Water/Wastewater Superintendent, said there has been more and more
122 pink slips handed out as a last notice before water is disconnected. This takes up a lot of
123 staff time. Lavallee recommends charging \$25 for the pink notices to discourage reliance
124 on those slips as a last notice. Adams asked if we could work toward automatic billing.
125 Palaia said that NEMRC has the ability to do that, and suggested that our Treasurer set
126 that up. Adams said that would be beneficial for users and the Town. Palaia said that
127 Shelburne is already doing it, but we were waiting until the Town has a new Treasurer.
128 King said the implication is that we would charge \$25 if we have to use a hanger.
129 Lavallee said that is correct. King asked how we can prove that the notice was put in
130 place. Hunt said that certain protocols can be put in place.

131
132 Gifford motioned to authorize the Town Manager to amend the Water and Wastewater
133 Schedule A to include a \$25 dollar collection fee as allowed in 24 VSA CH 129 S 5151 to
134 discourage residents from relying on the door hanger as a last reminder as presented,
135 second by Bartlett.

136
137 King – no
138 Steady – no
139 Gifford – yes
140 Bartlett – yes
141 Adams – yes, but asked us to get auto-pay set up.

142
143 **I) Creation of Separate Account for Vermont Community Development Planning Grant**
144 **Funds to Pass Through to Champlain Housing Trust**
145 Palaia said that this grant is federal money and they require that the money flow
146 through a non-interest bearing account.

147

148 Gifford motioned to authorize the creation of a separate cash account for Vermont
149 Community Development Planning Grant Funds to pass through, second by Bartlett.

150
151 King – abstained because he couldn’t hear the motion clearly

152 Steady – yes

153 Gifford – yes

154 Bartlett – yes

155 Adams – yes

156

157 **J) Budget Discussion – Road and Sidewalk Funding Options**

158 Palaia said that last week we talked about different options for meeting our paving
159 needs, such as issuing a bond or adding a special tax rate. Another option is to just set
160 aside more money in the budget for paving incrementally each year. Palaia recommend
161 the incremental approach rather than the other options. Gifford asked if we could add
162 \$120,000 to paving this year. Palaia said that would turn our 6 year paving plan into a 5
163 year paving plan. Gifford asked how we could pay for this with the least impact on the
164 town. Hunt explained that his plan would raise the paving amount \$20,000
165 incrementally each year, but we would still end up with a large deficit in 2022. Gifford
166 suggested that we make the amount \$400,000 in FY16, \$450,000 in FY17, \$500,000 in
167 FY18 and forward. Palaia said this plan would bring the tax rate up by about 4%. That
168 would be about a \$50 increase in taxes on a \$250,000 house. Adams said he
169 recommended that the Town amend its TIF plan to include paving. He also
170 recommended that the Town include the Recreation and Public Works facility when we
171 make that amendment. King asked how many miles of paved roads we have. Hunt said
172 just under 90. Adams asked if Palaia could find savings elsewhere in the budget. Palaia
173 said we could eliminate some money for guard rails, route 7 committee improvements,
174 especially if we do a bond. There is a laundry list of other, smaller items which could
175 come up to about \$56,000 in savings. Adams asked if we could shave more off of
176 contingency? Gifford said our target tax rate increase would be 2 cents.

177
178 Gifford motioned to direct the Town Manager to add \$120,000 to the paving budget in
179 FY16 and come up with sufficient cuts to arrive at a target 2 cent tax rate increase,
180 second by Steady. **Approved Unanimously.**

181
182 Palaia said that one of the projects in the Capital Plan was to finance Route 7 corridor
183 improvements, which was a part of our Town Core financing plan. The Board reviewed
184 the language in the \$2.4 million bond notice to voters. Palaia explained that there is
185 currently a \$500,000 balance in that TIF fund currently. It would be about a \$200,000
186 bond payment annually.

187
188 Gifford moved to direct Town Manager to incorporate Article V regarding a \$2.4 million
189 bond notice as written to the Town Warning, second by Steady. **Approved**
190 **Unanimously.**

191

192 **K) Approval of Paul Bohne’s Contract as Interim Manager**

193 Palaia said the contract is for 20 hours a week plus additional hours as necessary plus
194 Selectboard meetings. The Town will pay him a rate of \$55 an hour. Steady said that we
195 need to put something in there that he is pre-approved for two weeks off, unpaid, in
196 February.

197

198 Gifford motioned to approve the agreement with Paul Bohne with the following
199 changes, that he is pre-approved for two weeks off, unpaid, in February, second by
200 Bartlett. **Approved Unanimously.**

201
202 L) **Town Manager Search**
203 Adams said there is no update.

204
205 VII. **Old Business**

206
207 VIII. **Reconsideration – Nothing**

208
209 IX. **Manager’s Updates**

- 210
211
 - Annual TIF reports are being wrapped up
 - A legislative change has been initiated to address the TIF issue and special tax rates
 - We are meeting with two vendors this week on the solar project

212
213
214
215 X. **Potential and/or Future Agenda Items –**

216
217 XI. **Minutes of January 5, 2015, January 6, 2015, and January 7, 2014**

218
219 Gifford moved to approve the January 5, 2015 regular meeting, the January 6, 2015 budget
220 meeting, and the January 7 budget meeting minutes as presented, second by Steady. **Approved**
221 **Unanimously.**

222
223 XII. **Warrant/Report #14 and Supplemental Warrants**

224 Bartlett reviewed the FY15 Warrant/Invoice Report #14 for Board orders in the amount of
225 \$100,361.94 Bartlett noted some items of interest:

- 226
227
 - \$36,090 to Cargill, Inc. for 500 tons road salt @ \$72.18/ton
 - \$31,757.98 to Champlain Water District for Town water purchase, December
 - \$5,092.77 to WEX Bank for town vehicle fuel charge card
 - \$11,940 to Winter Equipment Company for 3 sets of plow blades

228
229
230
231
232 Bartlett moved to approve Warrant #15 for a total of \$100,361.94, second by Gifford.
233 **Approved Unanimously.**

234
235 There are two supplemental warrants:

236
237 #1 - Capital Interfund Borrowing Note - Ambulance - \$36,850.49

238
239 Bartlett moved to approve Supplemental Warrant #1 for a total of \$36,850.49, second by
240 Gifford. **Approved Unanimously.**

241
242 #2 - RF1-077 Principal Payment for Village Core - \$258,208.31

243
244 Bartlett moved to approve Supplemental Warrant #2 for a total of \$258,208.31, second by
245 Gifford. **Approved Unanimously.**

246
247

248 XIII. Executive Session per V.S.A. Title 1 Section 313

249

250 There was no executive session.

251

252 XIV. Adjournment

253

254 Bartlett moved to adjourn the meeting at 8:05 p.m., second by Gifford. **Approved**
255 **Unanimously.**

256

257 *These proceedings were live-streamed and filmed by LCATV and audio-recorded by the Town.*

258

Respectfully Submitted,

259

260  Date: 2/2/15

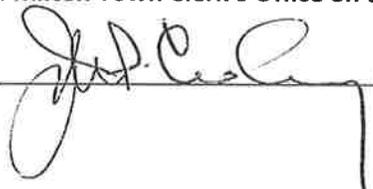
261

262 John Bartlett, Selectboard Clerk

263

264 Filed with Milton Town Clerk's Office on this 2nd day of Feb, 2015

265

266 ATTEST:  Milton Assistant Town Clerk